

Date

ROUTING AND TRANSMITTAL SLIP

6 April 1989

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	ADDA		07 APR 1989
2.	EXA		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Roy,

If you concur, I will task OMS.

Task OMS ☒

Task Other ☐

STAT

Larry

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Combined Federal Campaign - Loaned Executive

DDA/REG
LOGGED

FROM

Acting Director of Personnel

EXTENSION

NO.

OP-89-0520

DATE

APR 3 1989

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EA/DDA
7D24 HQS

4 APR 1989

4/6

Roy,

In our attempt to get ahead of the power curve, we are initiating this request early. It is very important that the Loaned Executive attend the upcoming conference in August as well as meet with last year's Loaned Executive.

3. ADDA

4. Registry (file)

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

AIA REGISTRY

Per-18

OP-89-0520

APR 3 1989



MEMORANDUM FOR: Associate Deputy Director for Administration
THROUGH: Executive Assistant to the DDA
FROM:
Acting Director for Personnel
SUBJECT: Combined Federal Campaign - Loaned Executive

STAT

1. This memorandum seeks your assistance in selecting a mid-level Directorate of Administration (DA) officer to serve as the Agency's Loaned Executive for the 1990 Combined Federal Campaign (CFC) of the National Capital Area. This officer should be available to attend four weeks of training sponsored by CFC beginning in mid-August. After this training, the Loaned Executive will be spending the majority of his or her time at CFC Headquarters from the beginning of October 1989 through early December 1989 supporting the CFC.

2. For your information, the following lists which DA offices have provided Loaned Executives since 1983:

1983	Office of Personnel
1984	Office of Finance
1985	Office of Logistics
1986	Office of Communications
1987	Office of Information Technology
1988	Office of Security
1989	Office of Training and Education

On the basis of the above information, may I suggest that an officer from the Office of Medical Services would be appropriate for the 1990 CFC.

3. We would appreciate your advising us of the DA nominee as soon as possible so we can provide his or her name to the National Capital Area CFC representative.

STAT

